

**MORAIN VALLEY COMMUNITY COLLEGE**  
**9000 West College Parkway**  
**Palos Hills, IL 60465**

Governing Board of Moraine Valley Community College, Community College District #524,  
Public Hearing on the Tax Levy, 6:00 PM, Tuesday, December 18, 2018, Board Room D219,  
9000 West College Parkway, Palos Hills, Illinois 60465.

**A G E N D A**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC HEARING ON THE TAX LEVY**
4. **ADJOURNMENT**

**MORaine VALLEY COMMUNITY COLLEGE**  
**9000 West College Parkway**  
**Palos Hills, IL 60465**

Governing Board of Moraine Valley Community College, Community College District #524, Regular Meeting Immediately Following Public Hearing on the Tax Levy, 6:00 PM, Tuesday, December 18, 2018, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465.

**A G E N D A**

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **MINUTES**

- 1) Unapproved Minutes of November 12, 2018 Regular Meeting

4. **AUDIENCE PARTICIPATION**

5. **BOARD REPORTS AND/OR REQUESTS**

- 1) Student Trustee Report (Folsom)

6. **REPORTS OF ADMINISTRATION**

- 1) Presentation to Susan McNulty (retirement)
- 2) President's Report
- Certificates of Achievement in Financial Reporting (GFOA, ASBO)
  - Legislative Update
  - Information Technology

7. **COMMUNICATIONS**

- 1) Letter of Congratulations from Juan Salgado, Chancellor, City Colleges, for Moraine Valley Receiving ACCT Central Region Equity Award
- 2) Letter of Congratulations from Christine Sobek, President, Waubensee Community College, for Moraine Valley Receiving ACCT Central Region Equity Award
- 3) Letter and Certificate from Association of School Business Officials (ASBO) re Certificate of Excellence in Financial Reporting for FY17 to Moraine Valley Community College
- 4) Thank You Letter from St Vincent de Paul at Our Lady of the Ridge Parish for Donations of Turkeys for Food Pantry (Darryl Williams)

8. **FINANCIAL STATEMENT**

- 1) Treasurer's Report
- 2) Budget Summary Report

**CONSENT AGENDA (Agenda Items 9 - 12) (\*items included for action)**

9. **WARRANTS**

- 1) \* Account Expenditure Summaries (including Travel Expense Reimbursements)

- 2) \* Education Fund
- 3) \* Operation & Maintenance Fund
- 4) \* Operation & Maintenance Restricted Fund
- 5) \* Bond & Interest Fund
- 6) \* Auxiliary Fund
- 7) \* Restricted Purpose Fund
- 8) \* Working Cash Fund
- 9) \* Trust and Agency Fund
- 10) \* Audit Fund
- 11) \* Liability, Protection and Settlement Fund

10. **REPORT OF PERSONNEL**

- 1) \* Full-Time
- 2) \* Part-Time/Supplemental/Other
- 3) Salary Revisions
- 4) \* Leave of Absence (FMLA)
  - a. \* Sabbatical Leave - Faculty
- 5) \* Resignations/Terminations
  - a. \* Retirement - Support Staff
- 6) \* Reclassifications (Promotions, Transfers, Corrections, etc.)

11. **UNFINISHED BUSINESS**

12. **NEW BUSINESS**

- 1) \* Affiliation Agreement with Little Company of Mary Hospital and Health Care Centers (Nursing, Basic Nurse Assistant, Emergency Medical Services, Sleep Technology, Medical Office Assistant, Health Information Technology, Phlebotomy, RN Refresher, Central Processing Technician, Mammography, X-ray Technician, CT Technician)
- 2) \* Affiliation Agreement with Riverside Health Care (Health Information Technology)
- 3) \* Affiliation Agreement with Roseland Community Hospital Association (Basic Nurse Assistant, Nursing, Medical Assistant, Phlebotomy, Sleep Technology, Respiratory Therapy, Radiologic Technology, Computed Tomography, Mammography)
- 4) \* Affiliation Agreement with Symphony Post-Acute Network (Nursing, Basic Nurse Assistant)
- 5) \* Agreement Renewal with Professional Truck Driving School (PTDS) for Commercial Driving License (CDL) Training
- 6) \* Review of Closed Session Written Minutes and Audio Tapes
- 7) \* Revised Board Policy 7285: Human Resources - Educational Benefits
- 8) \* Building T Air Handling Unit Replacement Phase II Bid
- 9) \* Updated Resolution with MB Financial Bank, N.A.
- 10) \* Adoption of Resolution Setting Forth Tax Levies for 2018 and Approval of Tax Certificate of Tax Levy for 2018

- 11) \* Property Tax Limitation Resolution
- 12) Resolution Abating the Tax Heretofore Levied for the year 2018 to Pay Debt Service on the Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District 524
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **ADJOURNMENT**

Agenda Item 3.0  
December 18, 2018

**MINUTES**

Approved Minutes of the Regular Meeting of October 15, 2018

Enclosed

**APPROVED**

**MORAIN VALLEY COMMUNITY COLLEGE  
9000 West College Parkway  
Palos Hills, IL 60465**

The Governing Board of Moraine Valley Community College, District No. 524, Regular Meeting, was held on Monday, October 15, 2018, in the Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465.

**I. CALL TO ORDER**

The meeting was called to order by Chairman John Coleman at 6:00 PM.

**II. ROLL CALL**

Present: John Coleman, Chairman; Daniel Casey; Joseph Murphy; Brian O'Neill; Eileen O'Sullivan; Sandra Wagner; Mason Folsom, Student Trustee

Absent: Kimberly Hastings

**III. MINUTES**

The Board of Trustees, having reviewed the unapproved Minutes of the Public Hearing on the Budget of September 18, 2018, and the unapproved Minutes of the Regular Meeting of September 18, 2018, and the unapproved Minutes of the Closed Session held September 18, 2018, and there being no further corrections to the minutes, the minutes are approved as presented.

**IV. AUDIENCE PARTICIPATION**

None.

By consensus, Agenda Item 15, Closed Session, is presented at this time.

It was moved by Mr. Murphy and seconded by Mr. Casey to move to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, pursuant to Section 2(c)(1) of the Illinois Open Meetings Act.

ROLL CALL taken on the motion to move to closed session:

Yes: Casey, Murphy, O’Neill, O’Sullivan, Wagner, Coleman  
Absent: Hastings  
Student  
Advisory: Yes

Motion carried.

Chairman Coleman indicated that the regular meeting would resume following the closed session.

The Board moved to closed session at 6:04 PM, returning to open session at 6:12 PM.

Roll Call: Casey, Coleman, Murphy, O’Neill, O’Sullivan, Wagner, Folsom

V. **BOARD REPORTS AND/OR REQUESTS**

5.2 Student Trustee Report

Mr. Folsom reported that the annual Fall Fest event included food, games, sports, socializing, and a performance by the Moraine Valley 24K dance club. More than 40 groups were set up to share information about clubs and services for students. A short video of the event was shown. Mr. Folsom reported that the Democracy Commitment and the ALAS and BSA clubs sponsored a voter registration opportunity for students to demonstrate involvement in current events through the New American Democracy project. A total of 63 students who were eligible filled out applications; Mr. Folsom reported that this was more than three times the number expected. The regional Phi Theta Kappa convention was held with workshops highlighting scholarship, leadership, service, and fellowship. More than 200 student attended the convention. A Youth Summit will be held on campus tomorrow, with 300 anticipated participants from in-district and out-of-district schools. As word got around, several out-of-district schools also expressed interest in attending and have been included. This event was funded through the college’s Foundation.

VI. **REPORTS OF ADMINISTRATION**

6.1 President’s Report

- ICISP Faculty Exchange Program – Merri Fefles, History faculty member and Coordinator of Study Abroad, shared details about the exchange program through which two faculty members, Craig Slocum,

Developmental Mathematics faculty member; and Linda Brandt, Counselor, are each hosting a Netherlands visitor for two weeks. In turn, they will visit their counterpart in the Netherlands next May for two weeks. Craig and his guest, Herman Hoffmeijer, a math and calculus teacher at ROC Midden Nederland in Utrecht, were unable to be here this evening, but Linda and her guest, Ingrid Koers, were introduced. Ingrid Koers teaches health care professionals at Da Vinci College in Dordrecht. Ms. Koers expressed admiration for the college and also appreciation for the opportunity to be here on this exchange visit.

- Centers/HFRC (Health Fitness & Recreation Center) – Jeff Sessine, Sr. Vice President at Centers, and Mike Schneider, Director of Campus Recreation, shared information about Centers and the Health Fitness & Recreation Center, including its mission and purpose and the fact that Centers-managed facilities are often the largest student employer on campuses where they are located. An impact report was shared with the Board members, showing numbers of visits, staff, and an annual sales comparison. The college’s center has approximately 1,700 visits per day, from staff, students, and community members. Additional services available in the center include the Tropical Smoothie Café, KidRec for child care, and NovaCare Physical Therapy. Numerous special events have been held, generating donations for scholarships and funds for student development for FitRec student employees, something that is a specific focus of Centers. Mike also shared a story of how student employees resuscitated and supported an 89-year-old member who suffered a cardiac event in the pool until the paramedics could arrive. Because of the excellent training FitRec student employees receive, they were able to respond and the individual made a full recovery.
- Audit Report – Theresa O’Carroll recognized Mike Cipolla, Controller, and Drew Wendt, Internal Auditor, for their hard work on the college’s audit. She introduced John George and Kelly Kirkman, representatives from the college’s auditing firm, RSM US, who reviewed the college’s audit for FY18 and stated that all audit opinions were unmodified or “clean” audit opinions with no issues and no modifications. There were no compliance findings with regard to grant compliance reports including Financial Aid and TRIO. Kelly Kirkman reviewed the GASB 75 pronouncement concerning the financial reporting of postemployment benefits other than pensions, which was discussed at the September meeting. She also shared an upcoming pronouncement, GASB 87, concerning leases, which will be effective for year end June 30, 2021, and will have some impact for the college. The college and its staff were commended for the smooth audit process, responsiveness, and excellent financial reporting.

Dr. Jenkins reported that the college’s diversity and equity conference was held September 28, with more than 200 participants. She indicated that this conference was originally scheduled in February, but because of a snowstorm, had to be rescheduled. She thanked the Board for their support of her attendance at the WFCP World Congress in Australia. She reported that there more than 20 countries represented in the conference’s 800 attendees and that other countries are experiencing many of the same kinds of issues as we are, such as funding for education and workplace skills. To conclude her report, she informed the Board members that the ribbon-cutting/dedication of the fire garage is being planned to take place before the November 12 Board meeting. Invitations will be sent shortly.

**VII. COMMUNICATIONS**

- 7.1 Letter of Congratulations from the American Council on Education (ACE) on Moraine Valley's Selection as an ACCT Regional Equity Award Recipient
- 7.2 Thank You Letter from PLOWS Council on Aging for Facility Use and Administrative Participation (Steve Pappageorge)

**VIII. FINANCIAL STATEMENT**

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$113,831,667.53 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

**CONSENT AGENDA (IX – XII):**

It was moved by Mrs. Wagner and seconded by Ms. O’Sullivan to approve the following consent agenda items:

**IX. WARRANTS**

The warrant summaries are presented to the Board.

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$7,864,028.90
9.3	Operation & Maintenance Fund	793,512.12
9.4	Operation & Maintenance Fund (Restricted)	602,781.25
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	1,556,960.79
9.7	Restricted Purpose Fund	303,806.78
9.7A	Grants & Contract Fund	335,227.13
9.7B	Federal Fund	7,500,327.74
9.7C	College Activity Clubs	9,246.47
9.8	Working Cash Fund	-0-
9.9	Tort & Audit	629,199.00

(DOCUMENT C - SUPPLEMENT TO MINUTES)

**X. REPORT OF PERSONNEL**

Chairman Coleman publicly identified the nature of the agenda items contained in the Report of Personnel.

10.1-1 Full-Time

Alberta Carr - Financial Aid Assistant, Financial Aid - effective 10/22/18

Angelo Greene - Departmental Assistant, Academic Advising – effective 10/22/18

Lupita Medina - Coordinator of Testing Services, Student Success – effective 10/29/18

Sylwia Mietus - Secretary II, Career Programs - effective 10/22/18

(DOCUMENT D - SUPPLEMENT TO MINUTES)

10.1-1(a) Renewal of Appointments – Grant Funded

It is recommended that the appointment of the following grant-funded individuals be renewed for the 2018-2019 fiscal year, contingent upon the continuation of grant funding:

John Andres	Coordinator of Records & Assessment
Margaret Dawczak	Manager of Transition & ESL
Marie Harrell	Internship Manager
Erica Hickey	Coordinator of Access & Accommodations
Corinne Johnston	Grant Writer
Carmela Ochoa	Coordinator of ABE/ASE

Darice Wright Career Connections, Adult Program Manager  
Lauren Zajac Education Specialist  
(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-1(b) Third-Year Contract for Bargaining Unit Member

It is recommended that the Board of Trustees approve the award of a contract for the 2018-2019 academic year for the following individual:

Michelle Flory Developmental Communications  
(DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

Christina Allen - Instructor, Developmental Math, Developmental Education –  
L.O.A. (FMLA) 10/17/18 – 12/14/18

Kevin Davis – Sergeant, Police Department - L.O.A. (FMLA) 9/14/18 –  
12/11/18

William Helmold - Director of Client Services, Information Technology  
- L.O.A. (FMLA) 9/18/18 - 10/19/18

Craig Rosen - Professor, Theater, Fine Arts & Humanities - L.O.A. (FMLA)  
9/24/18 - 10/24/18

(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

None

10.1-5(a) Retirement – Administrative and Professional Staff

Donna Parks IT Project Manager effective 5/31/2019  
Project Management

(DOCUMENT I - SUPPLEMENT TO MINUTES)

10.1-6 Reclassifications (Promotions, Transfers, Corrections, etc.)

None

**XI. UNFINISHED BUSINESS**

None.

**XII. NEW BUSINESS**

Chairman Coleman publicly identified the nature of the agenda items contained in New Business.

12.1 Amendment to Affiliation Agreement with Little Company of Mary Hospital and Health Care Centers, Inc. (Allied Health Programs)

It is recommended that the Board of Trustees approve the amendment to affiliation agreement with Little Company of Mary Hospital and Health Care Centers, Inc. for Allied Health Programs.  
(DOCUMENT J - SUPPLEMENT TO MINUTES)

12.2 Contract Renewal: Health, Fitness & Recreation Center

It is recommended that the Board of Trustees approve the attached agreement with Centers LLC for management of the Health, Fitness & Recreation Center.  
(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.3 Life-Safety Project – Building T HVAC Upgrades: Phase 3

It is recommended that the Board of Trustees approve the life safety project as outlined on the attached application.  
(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.4 Acceptance of Audit

It is recommended that the Board of Trustees accept the Audit for the fiscal year ending June 30, 2018 as presented and authorize that a copy of the Audit be filed with the State of Illinois.  
(DOCUMENT M - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Consent Agenda Items 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.7A, 9.7B, 9.7C, 9.8, and 9.9; 10.1-1, 10.1-1(a), 10.1-1(b), 10.1-2, 10.1-3, 10.1-4, 10.1-5, 10.1-5(a), and 10.1-6; and 12.1, 12.2, 12.3, and 12.4:

Yes: Casey, O’Neill, O’Sullivan, Wagner, Coleman  
Absent: Hastings, Murphy  
Student  
Advisory: Yes

Motion carried.

**XIII. MISCELLANEOUS**

None.

**XIV. AUDIENCE PARTICIPATION**

None.

**XVI. ADJOURNMENT**

The meeting adjourned at 7:00 PM.

**BOARD REPORTS AND/OR REQUESTS**

5.1 Student Trustee Report - Folsom

Verbal

**REPORTS OF ADMINISTRATION**

- |     |   |        |
|-----|---|--------|
| 6.1 | Presentation to Susan McNulty (retirement)  | Verbal |
| 6.2 | President's Report  | Verbal |
|     | <ul style="list-style-type: none"><li>• Certificates of Achievement in Financial Reporting (GFOA, ASBO)</li><li>• Legislative Update</li><li>• Information Technology</li></ul> |        |

**COMMUNICATIONS**

- 7.1 Letter of Congratulations from Juan Salgado, Chancellor, City Colleges,  
for Moraine Valley Receiving ACCT Central Region Equity Award Enclosed
  
- 7.2 Letter of Congratulations from Christine Sobek, President, Waubonsee  
Community College, for Moraine Valley Receiving ACCT Central  
Region Equity Award Enclosed
  
- 7.3 Letter and Certificate from Association of School Business Officials  
(ASBO) re Certificate of Excellence in Financial Reporting for FY17  
to Moraine Valley Community College Enclosed
  
- 7.4 Thank You Letter from St Vincent de Paul at Our Lady of the Ridge  
Parish for Donations of Turkeys for Food Pantry (Darryl Williams) Enclosed

November 26, 2018

Sylvia M. Jenkins, Ph.D.  
President  
Moraine Valley Community College  
9000 W. College Pkwy.  
Palos Hills, IL 60465

Dear Dr. Jenkins,

I wanted to extend my congratulations on Moraine Valley Community Colleges' recent receipt of the Association of Community College Trustees' 2018 Central Region Equity Award. It is encouraging to see how Moraine has positioned equity as a core value, and this prestigious recognition is a true reflection of your leadership and commitment to this value.

In my current role as a fellow leader of a higher education institution, I understand the challenges that come with working to achieve equity, especially in the current social and political climate. I firmly believe that it is our responsibility to lead with the needs of our most vulnerable students at the forefront of our minds.

As a proud alumn of Moraine, I am living proof of the achievements that are possible when institutions provide the necessary supports to assist all of its students to succeed. Moraine's commitment to enhancing equity for underrepresented and underserved people is life changing for so many of your students.

Congratulations on this well deserved acknowledgement of all your hard work. Wishing you and the Moraine Community a joyful holiday season.

Sincerely,



Juan Salgado



**WAUBONSEE**  
COMMUNITY COLLEGE

*Office of the President*

November 29, 2018

Dr. Sylvia Jenkins  
President  
Moraine Valley Community College  
9000 West College Parkway  
Palos Hills, IL 60465

Dear Sylvia,

Congratulations to you and Moraine Valley Community College on receiving the Association of Community College Trustees' 2018 Central Region Equity Award. This award is a wonderful recognition of your commitment to promote and enhance equity for underrepresented and underserved people.

Best wishes for continued success and again, congratulations!

Sincerely,

Christine A. Sobek, Ed.D.  
President

CJS/kf

**Sugar Grove**

Route 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454  
(630) 466-7900

**Aurora Downtown**

18 S. River St.  
Aurora, IL 60506-4134  
(630) 801-7900

**Aurora Fox Valley**

2060 Ogden Ave.  
Aurora, IL 60504-7222  
(630) 585-7900

**Plano**

100 Waubonsee Drive  
Plano, IL 60545-2276  
(630) 552-7900

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[www.waubonsee.edu](http://www.waubonsee.edu)



ASSOCIATION OF  
SCHOOL BUSINESS OFFICIALS  
INTERNATIONAL

The Certificate of Excellence in Financial Reporting  
is presented to

## Moraine Valley Community College

for its Comprehensive Annual Financial Report (CAFR)  
for the Fiscal Year Ended June 30, 2017.

The CAFR has been reviewed and met or exceeded  
ASBO International's Certificate of Excellence standards.



A handwritten signature in black ink, appearing to read 'Anthony N. Dragona', written over a horizontal line.

Anthony N. Dragona, Ed.D., RSBA  
President

A handwritten signature in black ink, appearing to read 'John D. Musso', written over a horizontal line.

John D. Musso, CAE  
Executive Director



December 13, 2018

Ms. Theresa O'Carroll  
Controller  
Moraine Valley Community College  
9000 W. College Pkwy.  
Palos Hills, IL 60465

Dear Ms. O'Carroll:

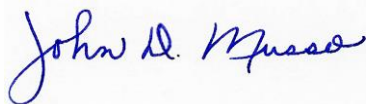
Congratulations! On behalf of the Association of School Business Officials (ASBO) International, I am pleased to inform you that Moraine Valley Community College has received ASBO's Certificate of Excellence in Financial Reporting for the fiscal year ending 2017. This award represents a significant achievement and reflects your commitment to transparency and high-quality financial reporting.

The Certificate of Excellence (COE) Review Team has provided their comments for the improvement of your Comprehensive Annual Financial Report (CAFR). It is important to keep the comments and address them when you prepare next year's CAFR. Your application must include a copy of the original comments and the district's written responses to the comments.

We hope you will use the attached press release to share this important achievement with your community. Your award certificate is also attached.

Congratulations to you and the members of your staff who worked so hard to earn the COE this year. We look forward to your continued participation in the COE program.

Sincerely,



John D. Musso, CAE  
Executive Director

**FOR IMMEDIATE RELEASE**

Contact: Susan Lambert

866.682.2729 x7067

[slambert@asbointl.org](mailto:slambert@asbointl.org)

**Community College Awarded for Outstanding Financial Reporting**

Reston, VA – 2017 – The Association of School Business Officials International (ASBO) is pleased to award Moraine Valley Community College the Certificate of Excellence in Financial Reporting (COE). ASBO International's COE recognizes school districts and colleges that have met the program's high standards for financial reporting and accountability. Moraine Valley Community College earned the Certificate of Excellence for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ending 2017.

"The COE's mission is to promote and recognize excellence in financial reporting, specifically through an institution's CAFR," ASBO International Executive Director John Musso says. "The CAFR informs parents and other stakeholders about the financial and economic state of the college, making it an important communications tool for building trust and engagement with the community."

By participating in the COE program, school districts and colleges demonstrate their commitment to financial transparency. Applicants submit their CAFR for review by a team of professional auditors, who provide feedback to improve future documents. If the CAFR meets the requirements of the program, the document may receive the Certificate of Excellence. An educational institution's participation in the COE program can facilitate bond rating and continuing bond disclosure processes.

The COE is proudly sponsored by ASBO International Strategic Partner VALIC, a division of the American International Group, Inc. (AIG). Learn more about ASBO's COE program at [asbointl.org/COE](http://asbointl.org/COE).

# # #

**About ASBO International**

Founded in 1910, the Association of School Business Officials International (ASBO) is a nonprofit organization that, through its members and affiliates, represents approximately 30,000 school business professionals worldwide. ASBO International is committed to providing programs, services, and a global network that promote the highest standards in school business. Its members support student achievement through effective resource management in various areas ranging from finance and operations to food services and transportation. Learn more at [asbointl.org](http://asbointl.org).

**About VALIC**

Sponsored by VALIC, the Certificate of Excellence (COE) award confirms the school business office's commitment to financial accountability and transparency. Recognition through the COE program can help strengthen a district's presentation for bond issuance statements and promotes high quality financial reporting.

For more than half a century, VALIC has served as a leading retirement plan provider for K-12 schools and school districts, healthcare, higher education, government, and other not-for-profit institutions. VALIC, the group retirement division at AIG, has more than \$89 billion of client assets as of June 30, 2017 and manages plans for 19,000 employers serving approximately 1.8 million participants. VALIC represents The Variable Annuity Life Insurance Company and its subsidiaries, VALIC Financial Advisors, Inc. and VALIC Retirement Services Company. Additional information about VALIC can be found at <http://www.valic.com>.



**ST. VINCENT DE PAUL CONFERENCE AT OUR LADY OF THE RIDGE PARISH  
10811 SO. RIDGELAND AVE., CHICAGO RIDGE, IL. 60415**

December 6, 2018

Mr. Daryll Williams  
Morraine Valley Community College  
9000 College Parkway  
Palos Hills, IL. 60465

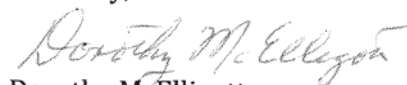
Dear Mr. Williams,

On behalf of the Society of St. Vincent de Paul at Our Lady of the Ridge and the many families we serve, we thank you for your **very, generous donation of 20 turkeys**. We are very fortunate to be the recipient of your generosity. We truly hope you realize how much this food means to us!

Our pantry continues to provide food the 2<sup>nd</sup> Saturday of every month. In November, we supplied food to 40 families. Within those families, there are approx. 31-35 children. Every family received a turkey and the staples for a traditional, Thanksgiving Dinner. In 2017, we began a program of healthier, fresher foods; e.g., eggs, produce, ground beef or chicken breasts, cheese, etc. This was well received by the families. Even though our largest expenditure is for the pantry, we are also able to assist Worth and Chicago Ridge families in need of financial assistance for items such as utilities and medication. The strain on our resources escalates during the holidays, but God always provides through the generosity of caring people.

Our ministry could not continue without the support of many. May God bless you and we wish you a Joyous Christmas and a Happy, Healthy 2019!

Sincerely,

  
Dorothy McElligott  
Secretary  
St. Vincent de Paul Society at Our Lady of the Ridge Parish

**MORAIN VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 524  
TREASURER'S REPORT  
MONTH ENDED NOVEMBER 30, 2018**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$49,126,784.33	\$6,056,072.85	\$6,040,443.60	\$49,142,413.58
OPERATION & MAINT FUND	7,925,790.51	530,970.91	989,534.19	7,467,227.23
OPERATION & MAINT (RESTR.)	15,056,042.53	605,217.78	143,349.36	15,517,910.95
BOND & INTEREST FUND	7,709,148.63	25,688.80	6,415,929.96	1,318,907.47
AUXILIARY FUNDS	8,668,889.89	761,162.37	579,533.07	8,850,519.19
RESTRICTED PURPOSE FUNDS	7,361,866.61	1,698,608.25	1,737,335.90	7,323,138.96
WORKING CASH FUND	13,359,315.21	17,756.82	0.00	13,377,072.03
TRUST & AGENCY FUNDS	144,610.39	2,116.78	3,902.16	142,825.01
AUDIT FUND	145,779.72	252.25	21,700.00	124,331.97
LIAB, PROTECT & SETTLE FUND	1,257,452.87	2,220.18	15,491.00	1,244,182.05
<b>TOTAL</b>	<b>\$110,755,680.69</b>	<b>\$9,700,066.99</b>	<b>\$15,947,219.24</b>	<b>\$104,508,528.44</b>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$24,350.00
HUNTINGTON BANK	CHECKING ACCT	1,042,825.01
FIRST MIDWEST BANK	CHECKING ACCT	4,140,659.73
WINTRUST MAXSAFE	MONEY MARKET	1,020,418.43
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	4,444,109.11
IL SCHOOL DIST LIQUID ASSEST FUND	MONEY MARKET	2,669,547.92
SHORT TERM INVESTMENTS	VARIOUS	66,777,425.84
LONG TERM INVESTMENTS	VARIOUS	24,389,192.40
<b>TOTAL</b>		<b>\$104,508,528.44</b>

**ACCOUNT EXPENDITURE SUMMARIES**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$6,040,443.60
9.3	OPERATION & MAINTENANCE FUND	989,534.19
9.4	OPERATION & MAINTENANCE (RESTR) FUND	143,349.36
9.5	BOND & INTEREST FUND	6,415,929.96
9.6	AUXILIARY ENTERPRISE FUND	579,533.07
9.7	RESTRICTED PURPOSE FUND	1,737,335.90
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	3,902.16
9.10	AUDIT FUND	21,700.00
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	15,491.00
	TOTAL	<u><u>\$15,947,219.24</u></u>

10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	Enclosed
10.1-2	Part Time/Supplemental/Other	Enclosed
10.1-3	Salary Revisions	None
10.1-4	Leave of Absence (LOA)	Enclosed
10.1-4(a)	Sabbatical Leave – Faculty	Enclosed
10.1-5	Resignations/Terminations	Enclosed
10.1-5(a)	Retirement – Support Staff	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

SUBJECT REPORT – Full Time

Ryan Kelly	Coordinator, Veteran Services Student Success	Effective: 1/14/19
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Catalina Nava-Esparza	Coordinator, Blue Island Education Center Academic Outreach	Effective: 1/14/19
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RECOMMENDED ACTION

That the above be employed.

S U B J E C T R E P O R T – Leave of Absence (LOA)

Tim Conrath	Maintenance Mechanic IV Campus Operations	L.O.A. (FMLA) 1/8/19 – 4/1/19
Anthony Marcasciano	Manager, Instructional Development Services Center for Teaching and Learning	L.O.A. (FMLA) 11/29/18 – 12/19/18
Amanda Mesirow	Coordinator, Code of Conduct Code of Conduct – Student Life	L.O.A. (FMLA) Intermittent 11/10/18 – 11/9/19
Jose Sandoval	Groundskeeper Campus Operations	L.O.A. (FMLA) Intermittent 11/27/18 – 11/26/19
Christine Toso	Accounting Clerk/Cashier Cashier’s Office	L.O.A. (FMLA) Intermittent 10/19/18 – 10/18/19

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R E C O M M E N D E D A C T I O N

That the above leaves be granted.

Sabbatical Leave – Faculty

In accordance with the Faculty Negotiated Agreement, one (1) application for sabbatical leave was received. The application was reviewed by the Faculty Development Committee, the appropriate Dean and the Vice President of Academic Affairs. It is recommended that the following faculty member be granted a sabbatical leave:

Merri Fefles, Professor, History  
Fall 2019 semester with full pay

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RECOMMENDED ACTION

That the above leave be granted.

S U B J E C T   R E P O R T - Resignations/Terminations

Alberta Carr-Neylon	Financial Aid Assistant Financial Aid	Resignation: Effective: 11/19/18
Michael Crotty	Groundskeeper Campus Operations	Resignation: Effective: 12/12/18
Tiffany McCrary	Instructor, Basic Nurse Assistant Health Sciences	Resignation: Effective: 5/17/19

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**RECOMMENDED ACTION**  
That the above be approved as presented.

Retirement – Support Staff

The following employee has submitted a notice of retirement per date listed:

Cynthia Nugent	Secretary II Fine and Performing Arts Center	2/28/19
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RECOMMENDED ACTION

It is recommended that the request for retirement be approved as presented.

S U B J E C T   R E P O R T – Reclassifications (Promotions, Transfers, Etc.)

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Randall Basick	Manager, Telecommunications Infrastructure and Network Services Administrative & Professional	Reclassified to: Manager, Network Services Effective: 1/7/19
Kevin Davis	Sergeant Police Department	Reclassified to: Police Officer Effective: 12/19/18
Esmeralda Diaz	Departmental Assistant Learning Enrichment and College Readiness Support Staff	Reclassified to: Secretary II Code of Conduct – Student Life Effective: 1/7/19
Katelyn Jalbert	P.T. Departmental Assistant Academic Services Support Staff	Reclassified to: P.T. Departmental Assistant Academic Outreach Effective: 1/7/19
Cindy Knafl	Library Assistant II Learning Resource Center Support Staff	Reclassified to: Library Assistant III Effective: 1/7/19
Jurga Mackoniene	Library Assistant II Learning Resource Center Support Staff	Reclassified to: Library Assistant III Effective: 1/7/19

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R E C O M M E N D E D   A C T I O N

That the above be approved as presented.

**NEW BUSINESS**

- \*12.1 Affiliation Agreement with Little Company of Mary Hospital and Health Care Centers (Nursing, Basic Nurse Assistant, Emergency Medical Services, Sleep Technology, Medical Office Assistant, Health Information Technology, Phlebotomy, RN Refresher, Central Processing Technician, Mammography, X-ray Technician, CT Technician) Enclosed
- \*12.2 Affiliation Agreement with Riverside Health Care (Health Information Technology) Enclosed
- \*12.3 Affiliation Agreement with Roseland Community Hospital Association (Basic Nurse Assistant, Nursing, Medical Assistant, Phlebotomy, Sleep Technology, Respiratory Therapy, Radiologic Technology, Computed Tomography, Mammography) Enclosed
- \*12.4 Affiliation Agreement with Symphony Post-Acute Network (Nursing, Basic Nurse Assistant) Enclosed
- \*12.5 Agreement Renewal with Professional Truck Driving School (PTDS) for Commercial Driving License (CDL) Training Enclosed
- \*12.6 Review of Closed Session Written Minutes and Audio Tapes Enclosed
- \*12.7 Revised Board Policy 7285: Human Resources - Educational Benefits Enclosed
- \*12.8 Building T Air Handling Unit Replacement Phase II Bid Enclosed
- \*12.9 Updated Resolution with MB Financial Bank, N.A. Enclosed
- \*12.10 Adoption of Resolution Setting Forth Tax Levies for 2018 and Approval of Tax Certificate of Tax Levy for 2018 Enclosed
- \*12.11 Property Tax Limitation Resolution Enclosed
- 12.12 Resolution Abating the Tax Heretofore Levied for the year 2018 to Pay Debt Service on the Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District 524 Enclosed

**INSTRUCTIONAL COURSE AGREEMENT FOR**  
**COMMERCIAL DRIVING LICENSE EDUCATION/PREPARATION COURSES**

Recommended Action:

It is recommended that the Board of Trustees approve the renewal of the Instructional Course Agreement for commercial driving license (CDL) education/preparation courses with Professional Truck Driving School (PTDS).

**INSTRUCTIONAL COURSE AGREEMENT  
(COMMERCIAL DRIVING LICENSE EDUCATION/PREPARATION COURSES)**

This Agreement is dated December 18, 2018, by and between Moraine Valley Community College (“MVCC” or the “College”) and Professional Truck Driving School (“PTDS”) with principal offices at 6246 South Archer Avenue, Summit, Illinois 60501.

**RECITALS**

A. The College, through its Corporate Community and Continuing Education Department, is interested in providing opportunities for interested individuals to train for and obtain commercial driver’s licenses with an aim toward those individuals obtaining careers as professional truck drivers.

B. The College does not have either on-campus facilities or a fleet of trucks necessary to implement its proposed CDL program. PTDS is a recognized professional truck driving school with facilities in Summit, Illinois and Bridgeview, Illinois, both within the geographic boundaries of the District.

C. The parties desire to enter into an agreement pursuant to which (i) the College will offer Basic and Plus CDL training courses; (ii) the College will provide classroom facilities for the College’s portion of the program, record keeping and marketing resources; (iii) the College will designate PTDS as the College’s sole source for the program; (iv) PTDS will provide classroom and driving-training facilities, trucks and over-the-road instructors to students; and (v) the College will compensate PTDS.

Accordingly, it is hereby agreed as follows:

**Section 1. Undertaking; Designation.** The College hereby agrees to undertake the development of a Basic and Plus (advanced) CDL program as part of the College’s curriculum.

The College hereby designates PTDS to be its sole source for providing curriculum materials, trailers, instructors and driving facilities for the behind-the-wheel aspects of the courses.

**Section 2. Undertakings of the College.** The College agrees to undertake the following in connection with the curriculum:

**2.1** The College will provide sufficient on-campus classroom space for students attending the College's portion of the course.

**2.2** The College will incorporate this program into its on-line, internet and paper curriculum, offerings and advertisings.

**2.3** The College will be responsible for collecting tuition and fees for students as well as ancillary services such as tuition refunds. The College will be responsible for any and all disputes relating to tuition payment or non-payment.

**2.4** The College will be responsible for all disputes regarding its students, tuition and related financial matters.

**2.5** The College will designate one or more professional staff members to coordinate and act as liaison to the program.

**Section 3. Undertakings of PTDS.** In connection with the curriculum, PTDS agrees as follows:

**3.1** PTDS will provide appropriate curriculum and materials for each of the CDL programs (Basic CDL – 176 hours and Plus CDL – 239 hours).

**3.2** PTDS will designate a professional staff member to coordinate and act as liaison to the College.

**3.3** PTDS will provide all instructors for the CDL classes. All instructors shall be licensed and certified as required by law.

**3.4** The classroom segment of the CDL class delivered by PTDS will be instructed at the PTDS facility.

**3.5** PTDS will be responsible for conducting all behind-the-wheel segments of the classes at one or both of its facilities.

**3.6** PTDS will be responsible for the scheduling and administration of any and all necessary drug tests, background checks, physicals, finger printings and permit fees. Test results will be shared with the College as necessary to administer the course.

**3.7** PTDS shall be responsible for maintaining all vehicles and equipment used in the CDL classes and shall be responsible for providing insurance for the activities of the students. To that end, PTDS will maintain insurance in amounts and with coverages as outlined below. In addition, for the policies defined in **3.7.1**, **3.7.2** and **3.7.3**, the College shall be named as additional insured on a primary and non-contributory basis. A certificate of insurance with a copy of the actual additional insured endorsement shall be provided to the College upon execution of this Agreement and annually prior to insurance renewal.

**3.7.1** Commercial General Liability: \$1,000,000 each occurrence.

**3.7.2** Commercial Automobile Coverage: \$1,000,000 each occurrence.

**3.7.3** Umbrella: \$4,000,000 each occurrence.

**3.7.4** Workers Compensation: Statutory benefits / \$1,000,000 employer's liability limit. A waiver of subrogation shall be provided to the College.

**3.8** PTDS will allow the College to place a logo/promotional message on the sides and back of each PTDS trailer used to deliver the course.

**Section 4. Frequency of Course Offerings.**

Each course (Basic CDL and Plus CDL) will be offered twice per month; new classes will always start on a Monday. Changes in schedule are subject to agreement by both parties.

**Section 5. Payments and Refunds.**

**5.1** The College will pay PTDS the following sums for each student who enrolls in the curriculum as follows:

**5.1.1** Basic CDL: \$3,100.00 (which includes \$445.00 for drug/physical testing and permit fees). The per student \$445.00 drug/physical testing and permit fees shall be paid within 10 business days of class start. The balance, \$2,655.00, shall be paid within 30 days of class start.

**5.1.2** Plus CDL: \$3,400.00 (which includes \$545.00 for drug/physical testing, permit and background/fingerprinting fees). The per student \$545.00 drug/physical testing, permit and background/fingerprinting fees shall be paid within 10 business days of class start. The balance, \$2,855.00, shall be paid within 30 days of class start.

**5.2** The College and PTDS agree to the student refund policy as follows:

**5.2.1** Drug/physical testing, permit and background/fingerprinting fees: Such fees associated with each program (Basic \$445.00 and Plus \$545.00) are non-refundable to the student. The College will pay PTDS such fees whether or not a student passes or fails the drug, physical and/or background check. The student shall be responsible for such fees whether or not he/she passes or fails the drug, physical and/or background check.

**5.2.2** Tuition refunds: Within 5 business days of the first day of class, a student may request a tuition refund for any reason. Should a student request a refund, the College will pay PTDS the amounts as follows:

**5.2.2.1** Basic CDL: \$740.00. Calculation: \$445.00 drug/physical testing and permit fees PLUS 1/9th of \$2,655.00 (\$3,100.00 tuition less \$445.00 fees).

**5.2.2.2** Plus CDL: \$782.92. Calculation: \$545.00 drug/physical testing and permit and background/fingerprinting fees PLUS 1/12th of \$2,855.00 (3,400.00 tuition less \$545.00 fees).

**Section 6. Term of Agreement.**

**6.1** This Agreement will run for an initial term of one (1) year beginning on February 1, 2019 and ending January 31, 2020. During the course of the year, the parties will periodically meet and confer for purposes of course administration and a determination as to whether to extend this Agreement for additional years.

**6.2** Notwithstanding the above, either party may terminate this Agreement at that parties' discretion upon thirty (60) days' written notice to the other party. In the event this Agreement is terminated by either party, both parties agree to complete the training for all students enrolled at the time the Agreement was cancelled.

**Section 7. Notices.**

**7.1** Notices shall be in writing and delivered to the other party by way of a commercial courier service such as Fed Ex or UPS.

7.2 Notices shall be delivered as follows:

IF TO THE COLLEGE:

Moraine Valley Community College  
9000 College Parkway  
Palos Hills, Illinois 60465  
Attention: Steve Pappageorge

WITH A COPY TO:

John B. Murphey  
Rosenthal, Murphey, Coblenz & Donahue  
30 N. LaSalle Street, Suite 1624  
Chicago, Illinois 60602

IF TO PTDS:

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WITH A COPY TO:

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**Section 8. Complete Agreement; Amendment.**

- 8.1 This represents the complete Agreement between the parties.
- 8.2 This Agreement may be amended only in writing.

PROFESSIONAL TRUCK DRIVING  
SCHOOL

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

MORAIN VALLEY COMMUNITY  
COLLEGE

By: \_\_\_\_\_

Name: Sylvia M. Jenkins

Its: President

**REVIEW OF CLOSED SESSION WRITTEN MINUTES AND AUDIO TAPES**

In January 1989, Public Act 85-1355 became law and requires that public bodies meet and review, at least on a semi-annual basis, written minutes of all closed session meetings to determine whether the need for confidentiality still exists.

In January 2004, Public Act 93-0523 became law and requires that public bodies also keep a verbatim record of all closed session meetings in the form of an audio or video recording. The verbatim recording is to be kept confidential for a minimum of 18 months and may be destroyed after the public body approves the written minutes of that closed session and approves the destruction of the recording.

It has been at least 18 months since the adjournment of several recorded closed session meetings; the Board has previously determined that the written minutes of these meetings can be released.

**Recommended Action:**

It is recommended that the written minutes of the closed sessions held on May 15, 2018; May 29, 2018; June 5, 2018; June 19, 2018; August 21, 2018; September 18, 2018; and October 15, 2018 be released. Additionally, it is recommended that the audio tapes/recordings of December 20, 2016; April 18, 2017; May 16, 2017; and June 6, 2017 closed session meetings be destroyed.

Item 12.6:

Written Minutes:

- Recommend that the written minutes of the following closed session meetings be released:

May 15, 2018  
May 29, 2018  
June 5, 2018  
June 19, 2018  
August 21, 2018  
September 18, 2018  
October 15, 2018

Audio Tapes:

- Recommend that the audio tapes of the following closed session meetings be destroyed (at least 18 months has passed since the closed session meeting was adjourned; the content has previously been approved; and the Board has voted to release the written minutes of these meetings):

December 20, 2016  
April 18, 2017  
May 16, 2017  
June 6, 2017

**REVISED BOARD POLICY #7285**  
**HUMAN RESOURCES: EDUCATIONAL BENEFITS**

The revised policy is attached.

**Recommended Action:**

It is recommended that the Board approve the revision to Board Policy #7285, Human Resources: Educational Benefits, as presented.

## Human Resources

### Educational Benefits

The college encourages its employees to continue their formal education at Moraine Valley Community College and/or other institutions of higher education. Regularly scheduled benefit eligible full-time and part-time employees, in addition to tuition waivers at MVCC, are eligible for tuition reimbursement for courses taken at other recognized institutions of higher education in accordance with guidelines established by the Board.

An employee may take a work related course during normal working hours with the consent of the supervisor provided that release for class does not interfere with the efficient performance of the unit in which the employee works and provided such time as granted is made up within the week it was granted at a time or times satisfactory to the employee's supervisor.

The spouse of a regularly scheduled full-time employee and dependent children under the age of 26 and living in the employee's household are eligible to enroll in college courses at Moraine Valley Community College 100% tuition free [including any course fees] and subject to the following conditions: [1] For the purposes of this policy, semesters are defined as one of the traditional semesters: fall, spring, summer pre-session, and summer. The dependent child(ren) cannot turn 26 anytime during a traditional semester and still qualify for the waiver for that semester regardless of the start or finish date of the class within that semester; [2] the tuition waiver is limited to courses applicable to the Associate Degree, college credit Certificate Programs, and/or remedial developmental courses as designated by state code; [3] for courses in which admission to a specific instructional program is a condition of registration, such as Nursing, Respiratory, etc., tuition shall be waived only in the event that space is available in the program after all qualified tuition-paying students have been admitted. This does not preclude admission and registration as a tuition paying student. If any employee dies while employed full time, the above benefit described in this paragraph shall be extended to the employee's child(ren) while the child(ren) is under the age of 26.

**A retiree may enroll in credit and non-credit courses at Moraine Valley Community College 100% tuition free (the retiree must pay for course materials and/or fees for non-credit courses) subject to the following conditions: [1] no paying student shall be bumped from the course; [2] a maximum of two (2) seats per non-credit course are available to retirees; [3] decisions to run or cancel a course shall be based upon the number of paying students enrolled disregarding non-paying students.**

Policy  
Adopted: 11/20/84  
Amended & replaces  
#7285, 7286, 7287  
& 7288  
Reviewed: 10/12/95  
Amended: 12/17/09  
Amended: 10/17/12  
Amended: 10/7/14  
Amended: 6/17/15  
Amended: 3/20/18  
Amended:

MORaine VALLEY COMMUNITY  
COLLEGE  
Palos Hills, Illinois

DATE: December 6, 2018

TO: Theresa O'Carroll  
Vice President of Financial and Business Service and College Treasurer

FROM: Jane M Bentley  
Director of Purchasing

RE: **Building T Air Handling Unit Replacement Phase II Bid**

The bid was duly advertised in a local newspaper as prescribed by law. The bid was also advertised on the college's web site. The bids were opened on Tuesday, December 4, 2018 at 11:00 AM in Room L244. Six (6) bids were received. The results of the bid are delineated on the attached sheet. The pricing for this bid was not via State contract or consortium contracts.

The general scope of this project includes, but is not limited to: replacing air handling units AHU-4, 5, 6, and 10 in the mechanical penthouse of Building T by disconnection and demolition of existing ductwork and piping as required for the new units, and extending existing building automation system (BAS) controls, fire alarm systems, and power distribution and grounding as well as providing new controls and accessories.

The recommendation of a bidder for the award of this project is based on the bidder's responsiveness to the identified qualifications, requirements of the project, and the bid amount. Upon review of the bid submittal and vendor meeting by the colleges engineer firm, IMEG Corp., it was found that Flo-Tech Mechanical Systems Inc., of Addison, Illinois, understood the scope of the bid specifications and met all the requirements for this project.

**RECOMMENDED ACTION:** Whereas Flo-Tech Mechanical Systems Inc., of Addison, Illinois is the lowest responsible and responsive bidder, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$1,037,000.00 to Flo-Tech Mechanical Systems, Inc.**, for the Building T Air Handling Unit Replacement Phase II Bid.

**UPDATED RESOLUTION WITH MB FINANCIAL BANK, N.A.**

Upon the board's approval of the attached Resolution of Moraine Valley Community College, also referred as "Association", the change in signature authority at MB Financial Bank N.A., referred to as "Financial Institution" shall change effective December 19, 2018.

**Recommended Action:**

It is recommended that the Board of Trustees approve the attached resolution to update information on file at MB Financial Bank N.A., an existing approved depository, to reflect change in signature authority, effective December 19, 2018.

**ACCOUNT AGREEMENT**

MB Financial Bank, N.A.  
6111 North River Road  
Rosemont, IL 60018

Account  
Number:

Account Owner(s) Name & Address  
MORaine VALLEY COMMUNITY COLLEGE  
9000 WEST COLLEGE PARKWAY  
PALOS HILLS, IL 60465-2478

Agreement Date: \_\_\_\_\_ By: KSAVAGE  
 EXISTING Account - This agreement replaces previous agreement(s).

**Account Description:**

Checking  Savings  NOW  \_\_\_\_\_  
Initial Deposit \$ \_\_\_\_\_ Source: \_\_\_\_\_

MASTER SIGNATURE CARD

**Additional Information:**

**Ownership of Account - CONSUMER Purpose**

Individual  \_\_\_\_\_  
 Joint - With Survivorship (and not as tenants in common)  
 Joint - No Survivorship (as tenants in common)  
 Trust - Separate Agreement:

Revocable Trust or  Pay-on-Death Designation  
as Defined in this Agreement  
(Name and Address of Beneficiaries):

**Signature(s).** The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

- Terms & Conditions  Truth in Savings  Funds Availability
- Electronic Fund Transfers  Privacy  Substitute Checks
- Common Features  \_\_\_\_\_

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

(1):  [X] ]  
THERESA O'CARROLL

I.D. # \_\_\_\_\_ D.O.B. \_\_\_\_\_

(2):  [X] ]  
MICHAEL CIPOLLA

I.D. # \_\_\_\_\_ D.O.B. \_\_\_\_\_

(3): [X] ]

I.D. # \_\_\_\_\_ D.O.B. \_\_\_\_\_

(4): [X] ]

I.D. # \_\_\_\_\_ D.O.B. \_\_\_\_\_

Authorized Signer (Individual Accounts Only)

[X] ]

I.D. # \_\_\_\_\_ D.O.B. \_\_\_\_\_

**Ownership of Account - BUSINESS Purpose**

Sole Proprietorship  Single-Member LLC  Partnership  
 LLC (LLC tax classification:  C Corp  S Corp  Partnership)  
 C Corporation  S Corporation  Non-Profit  
 educational facility

Business: MORaine VALLEY COMMUNITY COLLEGE

**Backup Withholding Certifications (Non-"U.S. Persons" - Use separate Form W-8)**

By signing at right, I, Moraine Valley Comm College, certify under penalties of perjury that the statements made in this section are true.

TIN: 36-2614971 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.

**Not Subject to Backup Withholding.** I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

**Exempt Recipient.** I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) \_\_\_\_\_

**FATCA Code.** The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**U.S. Person.** I am a U.S. citizen or other U.S. person (as defined in the instructions).

# Resolution of Lodge, Association or Other Similar Organization

MB Financial Bank N.A.  
6111 North River Road  
Rosemont, IL 60018

By: Moraine Valley Community College  
9000 West College Pkwy  
Palos Hills, IL 60465

*Referred to in this document as "Financial Institution"*

*Referred to in this document as "Association"*

I, \_\_\_\_\_, certify that I am Secretary (clerk) of the above named association organized under the laws of Illinois \_\_\_\_\_, Federal Employer I.D. Number 36-2614971 \_\_\_\_\_, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on \_\_\_\_\_ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**Agents.** Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature <i>(if used)</i>
Theresa O'Carroll VP of Financial & Business A. Services/College Treasurer	X 	X _____
Michael Cipolla Controller B. _____	X 	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

**Powers Granted.** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
--	(1) Exercise all of the powers listed in this resolution.	
A, B	(2) Open any deposit or share account(s) in the name of the Association.	1
A, B	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	1
--	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	
--	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	
A, B	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	1
--	(7) Other:	

**Limitations on Powers.** The following are the Association's express limitations on the powers granted under this resolution.

**Resolutions**

**The Association named on this resolution resolves that,**

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

**Pennsylvania.** The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

**Effect on Previous Resolutions.** This resolution supersedes resolution dated \_\_\_\_\_ completed, all resolutions remain in effect.

. If not

**Certification of Authority**

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Association is a non-profit lodge, association or similar organization.

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Attest by Other Officer)

\_\_\_\_\_  
(Attest by Other Officer)

**For Financial Institution Use Only**

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials)

This resolution is superseded by resolution dated \_\_\_\_\_

**Comments:**

**ADOPTION OF RESOLUTION SETTING FORTH TAX LEVIES FOR 2018 AND**  
**APPROVAL OF CERTIFICATE OF TAX LEVY FOR 2018**

This resolution sets forth the levy recommended at the November 12, 2018 Board meeting. The Certificate of Tax Levy is a part of this resolution. See attached resolution.

Recommended Action:

It is recommended that the Board of Trustees adopt the Resolution Setting Forth Tax Levies for 2018 and approve the Certificate of Tax Levy for 2018.

**MORAIN VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 524  
COOK COUNTY, ILLINOIS**

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**RESOLUTION SETTING FORTH TAX LEVIES FOR 2018**

**“BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 524, COUNTY OF COOK AND STATE OF ILLINOIS, AS FOLLOWS:**

**SECTION 1:** That the sum of Twenty Two Million Five Hundred Ninety-Eight Thousand Seventy-Five Dollars (\$22,598,075) be levied as a tax for Educational purposes; and the sum of Seven Million Nine Hundred Ninety-Six Thousand Sixty-Seven Dollars (\$7,996,067) be levied as a tax for Operations and Maintenance purposes; and the sum of Four Hundred Forty-Nine Thousand Two Hundred Sixty-Eight Dollars (\$449,268) be levied as a special tax for the purposes of Local Government and Governmental Employees Tort Immunity Act; and the sum of Eighty-One Thousand Five Hundred Dollars (\$81,500) be levied as a special tax for Financial Audit purposes; and the sum of One Million Dollars (\$1,000,000) be levied as a special tax for Protection Health and Safety purposes on the equalized assessed value of the taxable property of Community College District 524, County of Cook and State of Illinois, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for Fiscal Year 2019 and 50% for Fiscal Year 2020.

**SECTION 2:** That the Secretary of the Board of Trustees of Community College District 524, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, on or before the last Tuesday of December 2018.

**SECTION 3:** That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.

**SECTION 4:** That the Chairperson is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Act.

PASSED this 18th day of December, 2018.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Chairperson, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

**CERTIFICATE OF TAX LEVY**

Community College District No 524 County Cook

Community College District Name Moraine Valley District 524 and State of Illinois hereby certify that we require:

the sum of \$ 22,598,075 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 7,996,067 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1,

the sum of \$ \_\_\_\_\_ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 449,268 to be levied as a special tax for the purposes of Local Government and Governmental Employees Tort Immunity Act, (745 ICLS 10/9-107), and

the sum of \$ \_\_\_\_\_ to be levied as a special tax for Social Security and Medicare insurance purposes, (40 ILCS 5/21-110 AND 5/21-110.1), and

the sum of \$ 81,500 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,000,000 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01.

the sum of \$ - to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 2017.

Signed this 18<sup>th</sup> day of December, 2018 \_\_\_\_\_  
MVCC Chairperson of the Board

\_\_\_\_\_  
MVCC Secretary of the Board

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community College Board should not include in its' annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district, which have not been paid in full seven.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

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**DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT**

This is to certify that the Certificate of Tax Levy for Community College District No. 524 County of Cook and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2018, was filed in the office of the County Clerk of this county on \_\_\_\_\_ 2018.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by the resolution on file with this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2018 is

\$ \_\_\_\_\_.

\_\_\_\_\_  
Date County Clerk and County

COOK COUNTY TRUTH IN TAXATION LAW

**CERTIFICATE OF COMPLIANCE**

I, John R. Coleman, hereby certify that I am the presiding officer of Community College District No. 524, Moraine Valley Community College, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-55, *et seq.* (2002).

This certificate applies to the 2018 tax levy.

\_\_\_\_\_  
John R. Coleman, Chairman  
Board of Trustees

December 18, 2018  
Date

**PROPERTY TAX LIMITATION RESOLUTION**

(See attached resolution)

**Recommended Action:**

It is recommended that the Board adopt the Property Tax Limitation Resolution as presented.

Property Tax Limitation Resolution

**BE IT RESOLVED** that the following funds not be limited by the Tax Limitation Act and that levies be no less than the following amounts:

Life Safety           \$ 1,000,000

**Auditing**                       **81,500**

Liability Ins. and Tort   449,268

Funds to be limited if necessary:

Education               22,598,075

not below 22,100,000

Building                 7,996,067

not below 7,825,000

Adopted this 18<sup>th</sup> day of December 2018

Chairman  
Board of Trustees

**RESOLUTION ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2018**  
**TO PAY DEBT SERVICE ON THE TAXABLE GENERAL OBLIGATION BONDS**  
**(ALTERNATE REVENUE SOURCE), SERIES 2012D, AND GENERAL OBLIGATION**  
**BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013, OF COMMUNITY**  
**COLLEGE DISTRICT 524**

(See attached resolution)

Recommended Action:

It is recommended that the Board adopt the resolution as presented.

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 524, County of Cook and State of Illinois, held at the Building D, Room D219, 9000 West College Parkway, Palos Hills, Illinois, in said Community College District at 6:00 o'clock P.M., on the 18th day of December, 2018.

\* \* \*

The meeting was called to order by the Chairman and upon the roll being called, John R. Coleman, the Chair, and the following Trustees were physically present at said location: \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_ (non-voting student member).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: \_\_\_\_\_  
\_\_\_\_\_

No Member was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_  
\_\_\_\_\_

The Chair announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the tax heretofore levied for the year 2018 to pay debt service on the Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of the District.

Whereupon Member John Coleman presented and the Secretary read by title a resolution as follows, copies of which were made available to all in attendance at said meeting who requested a copy:

RESOLUTION abating the tax heretofore levied for the year 2018 to pay debt service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District No. 524, County of Cook and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 524, County of Cook and State of Illinois (the “*District*”), by resolution adopted on the 19th day of September, 2012, as amended by notifications of sale (the “*Resolution*”), did provide for the issue of \$5,400,000 Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and \$28,290,000 General Obligation Bonds (Alternate Revenue Source), Series 2013 (together, the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

Whereas the District hereby determines that the Pledged Revenues (as defined in the Resolution) are or will be available to pay the principal of and interest on the Bonds when due in that bond year (December 1 and June 1), so as to enable the abatement of the Pledged Taxes (as defined in the Resolution) levied for the same; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2018 to pay principal and interest on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 524, County of Cook and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Abatement of Tax.* The tax heretofore levied for the year 2018 in the Resolution is hereby abated in its entirety.

*Section 3. Filing of Resolution.* Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk of the County of Cook, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2018 in accordance with the provisions hereof.

*Section 4. Effective Date.* This Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 18, 2018.

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Chair, Board of Trustees

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Secretary, Board of Trustees

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: \_\_\_\_\_  
\_\_\_\_\_ .

NAY: \_\_\_\_\_

Whereupon the Chair declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 524, County of Cook and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK        )

**CERTIFICATION OF RESOLUTION AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the “Board”) of Community College District No. 524, County of Cook and State of Illinois (the “District”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 18th day of December, 2018, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2018 to pay debt service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District No. 524, County of Cook and State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48 hour period preceding said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 18th day of December, 2018.

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Secretary, Board of Trustees

STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF COOK        )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2018 to pay debt service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District No. 524, County of Cook and State of Illinois.

duly adopted by the Board of Trustees of the Community College District No. 524, County of Cook and State of Illinois, on the 18th day of December, 2018, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2018 for the payment of Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, as described in said resolution will be abated in its entirety as provided in said resolution.

IN WITNESS WHERETO, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
County Clerk

(SEAL)